



# MARTOCK PARISH COUNCIL

Martock Parish Council  
The Market House  
Church Street  
Martock Somerset  
TA12 6JL

17 November 2022

To: All Members of the Personnel Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** an **Additional Personnel Committee Meeting** of the **MARTOCK PARISH COUNCIL** to be held on **23 November 2022** in the Parish Hall, Church Street, Martock at **6 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend. The meeting will be recorded.

*J Bailey*

Councillor Joy Bailey  
Personnel Committee Chairman

***Please contact the Parish Office (01935 822891) if you need further information on this agenda.***

Members of Personnel Committee:

Councillor Joy Bailey  
Councillor Neil Bloomfield  
Councillor Paul Helyer  
Councillor Graham McDonald  
Councillor Alison Warne  
Councillor John Hole



# MARTOCK PARISH COUNCIL

Personnel Committee

## AGENDA

23 November 2022 at 6 pm

### 1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

### 2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

### 3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

### 4. Strategic Plan

To discuss possible actions for the strategic plan as advised by the Chairman of Council.

### 5. Confidential Session

**At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.**

### 6. Post of Operations Manager

To agree by recommend to Council to proceed with the recruitment of an Operations Manager as set out in the attached job description and person specification.

### 7. Update report on the designation of the Responsible Financial Officer

To receive an update on the offer agreed by Council to the RFO and consider the recommendations within the attached confidential report in order to make a recommendation to Council.

## **8. Overtime settlement for the Clerk and Proper Officer**

Due to the current staff shortages, to agree by resolution to pay the Clerk and Proper Officer overtime hours to cover the Council's evening meetings.

## **9. Probationary Review of an Employee**

To consider matters relating to a current employee and consider any required action. (Information to follow)

## **10. Contract Revisions**

- a. To consider the revision of the Parish Hall Caretaker contract to include additional hours due to extra responsibilities
- b. To consider the revision of the litter pickers contract with regard to salary uplift due to City and Guilds Qualifications

To: Members of Planning Committee, Parish Councillors, Unitary Councillors, District Councillors, Parish notice boards, [martock-pc.gov.uk](http://martock-pc.gov.uk) website, Martock Parish Facebook page.